

ENTER THE REWARDING WORLD OF INSURANCE!

People's Insurance PLC is a fast growing business entity in the insurance sector, achieving benchmark industry standards with high profitability and serving a premier portfolio of customers. In order to strengthen the growth and stability, the Company is in search of a purpose-driven dynamic person who could further build upon the hard-earned reputation of reliability, trust and unparalleled service by passionately working towards meeting the objectives of respective department functions.

Board Secretary

Responsibilities:

- Organize Board, Committee, AGM/EGM meetings and maintain accurate minutes and records.
- Prepare agendas, coordinate Board papers/presentations, and share decisions for implementation.
- Ensure compliance with the Companies Act, Listing Rules, Articles of Association, and Board Committee TORs, including timely filings and disclosures.
- Draft and update policies, TORs, disclosures, and corporate governance sections of the Annual Report.
- Liaise with regulators, directors, shareholders, and management, acting as a key communication channel.
- Provide legal support on corporate, contract, employment, and IP matters as required by the Board.
- Provide administrative support to Board members and ensure proper constitution of Board Committees.

Prerequisites:

- Be registered with the Department of Registration of Companies having one or more of the following prerequisites.
- Member of the Chartered Corporate Secretaries of SL.
- Member of ICA, CIMA, Chartered Governance Institute of UK and Ireland.
- Attorney-at-Law (AAL), preferably with an LLB from a recognized university
- Strong organizational skills and ability to meet deadlines.
- Excellent command of English, strong writing and minute-taking skills, and proficiency in MS Office.
- Sound knowledge of corporate governance and compliance.

Experience:

- Minimum 10 years' post-qualification experience in the Corporate Secretarial field, with at least 3 years heading a company handling listed companies or as Company Secretary/Assistant Company Secretary of a listed Company.

An attractive remuneration package together with the opportunity for further advancement in a team-driven environment awaits the selected candidate.

If the above position interests you and if you feel that you have it in you to meet these expectations, please forward a complete resume with contact details of two non-related referees within 10 days of this advertisement to the following address.

Only those who possess the above qualifications should apply.

Email: careerspeoplesinsurance@plc.lk

(Please specify the designation that you wish to apply as the subject of the e-mail)

A member of People's group

